

## PARENTAL REFERRAL PROCESS FLOW CHART –St Ambrose School

Seeking school counselling services for your child

Referral request directly to your child's teacher

- Please discuss your referral request directly with your child's teacher in the first instance. The teacher will meet with you to discuss referral to the school counsellor. Together the parent and teacher will complete the referral form.

The teacher will discuss the referral with the School Pastoral Care team.

The School Counsellor will contact the parent(s) and, if required, complete the Formal Consent Form

The school counsellor will gather information about the student relevant to the referral. This may include observations at different times, past assessment reports, interviews, reviewing academic progress and consultation with teachers and other health professionals.

Recommendations to parents.  
Relevant information provided to agreed teachers

The school may recommend a brief therapy of a set number of weeks with counsellor.  
The student's progress will be reviewed.

The student's progress will be monitored by Pastoral Care Team member.

The school may recommend due to the nature of the condition and/ or frequency of intervention required that the family access support from an external provider.

A Pastoral Care team member will liaise with the external provider to support the student in the school environment.